

NOVEMBER /DECEMBER 2023

**BIM21/CIM21/FIM21 — BUSINESS
ACCOUNTING SOFTWARE**

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define wizards.
2. Write down the text alignment options available in word document.
3. Define spread sheet.
4. State any two financial functions.
5. List any two features of Tally.
6. Define Ledger.
7. What is contra voucher?
8. Name any two stock categories.
9. Define budget.
10. List the use of Trial Balance.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) Discuss about thesaurus auto correct working with tables.

Or

- (b) Write short notes on saving, opening and closing documents.

12. (a) Discuss about MS-Excel and its features.

Or

- (b) Illustrate the usage of any four statistical function.

13. (a) Compare and contrast computerized accounting Vs manual accounts.

Or

- (b) Describe the steps for editing and deleting groups in Tally.

14. (a) Explain the usage of sales and purchase vouchers.

Or

- (b) Give an introduction to inventories.

15. (a) Discuss about day books and balance sheets.

Or

- (b) Explain the significance of using fund flow statement.



SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the steps for doing mail merge operation in word document.

17. Describe the process of creating and formatting different types of charts.

18. Draw and explain the configuration of tally screens and menus.

19. Expound the process of editing and deleting vouchers.

20. Illustrate the usage of Profit and Loss account.